

# Bureau of Design and Environment

## Contractor Publications Electronic Subscription Service

To receive construction contractor related publications and reports through the free subscription service, please follow the instructions to subscribe. The information will be automatically e-mailed to the subscriber on the publish date. The following publications and reports are currently available for subscription:

### **IDOT Contractor's Packet**

Subscription listname: **IDOTContractorsPacket**

The IDOT Contractor's Packet will subscribe the requestor to all of the following publications and reports:

#### **IDOT Addendum Checklist**

The IDOT Addendum Checklist identifies all letting items that have been revised by addendum. The contractors should use this checklist to ensure they have incorporated into their plans and proposals all addenda that have been issued for each particular letting item. The checklist also identifies withdrawn and deleted items. The checklist is published regularly whenever addenda are processed.

#### **IDOT Aeronautics Unit Price Tabulation of Bids**

The Aeronautics Unit Price Tabulation of Bids is a listing of all unit price bids on awarded jobs for the letting, sorted by letting item. The listing identifies the actual bidders, the as-read bid amounts, the corrected bid amounts (if applicable) and the low bidders. The listing is not published until jobs are awarded. Typically, Unit Price Tabulation of Bids listings begin to be published four to eight weeks after the letting, excluding the federal discretionary seeking projects placed on the March and August lettings. These may take several months before funds are secured and the projects awarded.

#### **IDOT As Read Tabulation of Bids**

The IDOT As Read Tabulation of Bids is a listing of bids as they were read at the bid opening. The bid amounts are not checked at the time this listing is produced. This listing also includes a page which identifies all letting items for which the as read low bid was, prior to a post letting review, within a reasonable approximation of the Engineer's estimate. The listing is usually published by 4:30 p.m. of the day of the letting.

#### **IDOT CBid Files**

The CBID files contain the pay items and quantities for a contract, as well as macros to prepare and print a bid. These files are in Excel 2002 (xls). CBID files are put on the Website as they become available. **It is your responsibility** to determine which, if any, addenda pertains to any project you may be bidding. **Failure to incorporate all relevant addenda may cause your bid to be declared unacceptable.** Note that the CBID filename is the same as the IDOT Contract Number. Please refer to the Transportation Bulletin – Notice of Letting for the correct contract number.

### **IDOT Construction Contractor's Transportation Bulletin – Notice of Letting**

The IDOT Construction Contractor's Transportation Bulletin – Notice of Letting is the official publication and invitation for construction bids by the Illinois Department of Transportation's Division of Highways, IDOT Division of Aeronautics and the Illinois Department of Natural Resources. The bulletin also contains information pertaining to pre-bid meetings, the DBE program and other current information. The bulletin will be published on the advertised publish date for each regularly scheduled letting. Special lettings will have applicable bulletins published at least 14 days prior to the letting on an as needed basis.

### **IDOT Corrected Tabulation of Bids**

The IDOT Corrected Tabulation of Bids is a listing of all bids for the letting, sorted by letting item. All bids have been recalculated and checked before this listing is produced. The listing identifies the eligible bidders, the actual bidders, the as-read bid amounts, the corrected bid amounts (if applicable) and the low bidders for the letting. The listing is usually published within 14 days after the letting.

### **IDOT Federal Wage Rates Listing**

The IDOT Federal Wage Rates listing identifies the current federal wage rates to be used by contractors for preparing bids whenever the construction activities are federally participating. The federal wage rates will be published 10 days prior to the letting date.

### **IDOT For Bid List of Bidders**

The IDOT For Bid List of Bidders is a compilation of all potential bidders who have been authorized to bid on each letting item for each letting. A separate list is compiled for each letting and the list is sorted by letting item. The list will be published several times with the last time being one day prior to the letting.

### **IDOT Letting Plans**

The IDOT Letting Plans are available by contract number on CD-ROM and IDOT's Doing Business/Letting & Bidding Information page at:

<http://www.dot.il.gov/desenv/delett.html>

Plans will be distributed as they become available.

### **IDOT Letting Proposals (Specifications)**

The IDOT Proposal is a booklet that contains the bidding package, schedule of prices, specifications and wage rate information for a selected job included on the letting. Some of these Proposals contain fold up (FUP) plans for the jobs. Although the Proposal contains all necessary information needed to bid, Authorization to Bid must be requested and received in order for a bid to the Department to be considered. Bids submitted without Authorization to Bid will **NOT** be considered.

### **IDOT Local Roads Contractors Bulletin**

The Contractors Bulletin is a weekly publication advertising locally let and "material only, bids" for local agencies, counties, cities/villages, and road districts throughout the state. The bulletin is in three parts: (1) previous advertisements for two weeks, (2) new advertisements with a description of the job, the date and time of letting, description of the material needed for bidding and any other information, and (3) awarded projects identifying the successful bidder and the dollar amount.

### **IDOT News Flash from BDE**

The IDOT News Flash is current information from the IDOT Bureau of Design and Environment which all contractors should read. Usually this information becomes available after the publishing of the IDOT Construction Contractor's Transportation Bulletin – Notice of Letting for a given letting but needs to be broadcast prior to the issuance of a subsequent IDOT Construction Contractors Bulletin-Notice of Letting. This information will be published on an as needed basis.

### **IDOT Not For Bid List of Bidders**

The IDOT Not For Bid List of Bidders is a compilation of all parties who have requested plans and/or proposals. A separate list is compiled for each letting and the list is sorted by letting item. The list will be published several times.

### **IDOT Pay Item Report**

The Pay Item Report is a listing of all pay items on a letting. For each pay item, the listing identifies the quantity, letting item number, contract number, county, IDOT district office and the unit of measure. The Pay Item Report will be published approximately four weeks prior to each regularly scheduled letting.

### **IDOT Pay Item Report with Awarded Prices**

The Pay Item Report with Awarded Prices is a listing of all pay items on a letting. For each pay item, the listing identifies the quantity, letting item number, contract number, county, IDOT district office and the unit of measure. This report has an added column which is the awarded unit price of each item. The Pay Item Report with Awarded Prices will be published after the last item on the letting is awarded.

### **IDOT Unit Price Tabulation of Bids**

The IDOT Unit Price Tabulation of Bids is a listing of all unit price bids on awarded jobs for the letting, sorted by letting item. Whereas the As Read Tabulation of Bids and the Corrected Tabulation of Bids provide the sum total amount bid for each letting item, the Unit Price Tabulation of Bids provides the break down of all bids per line item unit price, and it is only provided for awarded jobs. The listing identifies the actual bidders, the as-read bid amounts, the corrected bid amounts (if applicable) and the low bidders. The listing is not published until jobs are awarded. Typically, Unit Price Tabulation of Bids listings begin to be published within three weeks after the letting and may continue for up to 60 days. Jobs through the Division of Aeronautics and the Department of Natural Resources are not included.

### **IDOT Weekly Transportation Procurement Bulletin**

The Weekly Procurement Bulletin is a source for announcements to the public and the construction industry regarding special notices, invitations to bid that do not qualify for the letting process, sole source procurements, emergency purchases, change orders which exceed \$30,000 and publishing the important dates relative to each highway construction project. The bulletin will be published each Wednesday.

## **INSTRUCTIONS FOR SUBSCRIBING**

Prepare an e-mail to the IDOT Subscription Server by using the following e-mail address and with the information as noted below:

1. Address the e-mail message to: [listserv@lists.dot.il.gov](mailto:listserv@lists.dot.il.gov)
2. Type the letters 'sub', a space and then the subscription listname in the body of the message. **Please Note: There are no spaces in the listname.**  
For example: **sub IDOTContractorsPacket** (**Do Not Include Any Other Text**)
3. Send the message.
4. A confirmation e-mail will be sent to you.
5. Click on the reply button and type OK in the body of the message and send the message back to IDOT.
6. Once the Department receives the OK, you will be added to the subscription list.
7. You will then receive a confirmation e-mail stating that you have been added to the list and automatically receive the publications and reports for which you have subscribed when they are published.

If you have any questions, please contact Roseanne Nance by phone at (217)785-5875 or by e-mail at [nancer@dot.il.gov](mailto:nancer@dot.il.gov)

To subscribe to each item individually, please follow the above subscription instructions. Substitute the appropriate listname for each item to which you want to subscribe. **Please Note: There are no spaces in the listname and you must follow these steps for each list that you to want to receive.**

- **IDOT Contractor's Packet**  
Subscription listname: **IDOTContractorsPacket**
- **IDOT Addendum Checklist**  
Subscription listname: **IDOTAddendumChecklist**
- **IDOT Aeronautics Unit Price Tabulation of Bids**  
Subscription listname: **IDOTAeroUnitPriceTabulationofBid**
- **IDOT As Read Tabulation of Bids**  
Subscription listname: **IDOTAsReadTabulationOfBids**
- **IDOT CBid Files**  
Subscription listname: **IDOTCBid**
- **IDOT Construction Contractor's Transportation Bulletin – Notice of Letting**  
Subscription listname: **IDOTBulletinNoticeOfLetting**
- **IDOT Corrected Tabulation of Bids**  
Subscription listname: **IDOTCorrectedTabulationOfBids**
- **IDOT Federal Wage Rates Listing**  
Subscription listname: **IDOTFederalWageRatesListing**
- **IDOT For Bid List of Bidders**  
Subscription listname: **IDOTForBidListOfBidders**
- **IDOT Letting Plans**  
Subscription listname: **IDOTLettingPlans**

- **IDOT Letting Proposals (Specifications)**  
Subscription listname: IDOTLettingProposals
- **IDOT Local Roads Contractor Bulletin**  
Subscription listname: IDOTLocalRoadsContractorBulletin
- **IDOT News Flash from BDE**  
Subscription listname: IDOTNewsFlashFromBDE
- **IDOT Not For Bid List of Bidders**  
Subscription listname: IDOTNotForBidListOfBidders
- **IDOT Pay Item Report**  
Subscription listname: IDOTPayItemReport
- **IDOT Pay Item Report with Awarded Prices**  
Subscription listname: IDOTPayItemAwarded
- **IDOT Unit Price Tabulation of Bids**  
Subscription listname: IDOTUnitPriceTabulationOfBids
- **IDOT Weekly Transportation Procurement Bulletin**  
Subscription listname: IDOTBulletinWeeklyProcurement

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2. Type the letters 'signoff', a space and then the subscription listname in the body of the message. **Please Note: There are no spaces in the listname.**  
For example: **signoff IDOTContractorsPacket** (Do Not Include Any Other Text)
3. Send the message.
4. A confirmation e-mail will be sent to you removing you from the subscription list.

**Please Note: You must follow these steps for each list that you no longer want to receive.**

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# Electronic Subscription Service

## Bureau of Design and Environment Manual And Procedure Memorandum Updates

To receive updates related to the BDE Manual and BDE Procedure Memorandums through the free subscription service, please follow the instructions for subscribing. The information for both the items will be automatically e-mailed to the subscriber upon release for publication.

### Bureau of Design and Environment Manual

The *Bureau of Design and Environment Manual (BDE Manual)* has been prepared to provide uniform policies and procedures for the Department and consultant personnel preparing Phase I studies and reports and contract plans for Department. The *BDE Manual* presents most of the information normally required for location, design and environmental evaluation of highway construction projects on the state highway system. The *BDE Manual* is available on CD-ROM and IDOT's Doing Business/Manuals-Memorandums/Bureau of Design and Environment Manual & Memorandums page at: <http://www.dot.il.gov/desenv/bdemanual.html>

### BDE Procedure Memorandums

The BDE Procedure Memorandums are used as a means to implement changes in procedures, policies, directives, and/or criteria in the interim between issuance of updates to the *BDE Manual*. The designer should refer to these when using the *BDE Manual* until such time as they are superseded or incorporated into an updated edition of the *BDE Manual*. BDE Procedure Memorandums are available on IDOT's Doing Business/Manuals-Memorandums/Bureau of Design and Environment Manual & Memorandums page at: <http://www.dot.il.gov/desenv/bdemems.html>

### **INSTRUCTIONS FOR SUBSCRIBING**

#### **Please Note:**

**By subscribing to the IDOTBDEManualUpdates list, you will receive both the Bureau of Design and Environment Manual and Procedure Memorandum Updates**

Prepare an e-mail to the IDOT Subscription Server by using the following e-mail address and with the information as noted below:

1. Address the e-mail message to: [listserv@lists.dot.il.gov](mailto:listserv@lists.dot.il.gov)
2. Type the letters 'sub', a space and then the subscription listname in the body of the message. **Please Note: There are no spaces in the listname.**  
Example: **sub IDOTBDEManualUpdates**  
**(Do Not Include Any Other Text)**
3. Send the message.
4. A confirmation e-mail will be sent to you.
5. Click on the reply button and type OK in the body of the message and send the message back to IDOT.
6. Once the Department receives the OK, you will be added to the subscription list.
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Example:     **signoff IDOTBDEManualUpdates**  
                  **(Do Not Include Any Other Text)**
3. Send the message.
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# Electronic Subscription Service

## Highway Standards

To receive updates related to the Highway Standards through the free subscription service, please follow the instructions for subscribing. Subscribers will be automatically emailed upon release of revisions to the Highway Standards.

### Highway Standards

These drawings show the details of various construction items and are considered part of the plans. The Highway Standards applicable to a particular contract are referenced on the cover sheet of the plans.

The Highway Standards are only available electronically. To access them, please visit the Department's website at <http://www.dot.il.gov/desenv/hwystds/stnds.html>

### **INSTRUCTIONS FOR SUBSCRIBING**

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1. Address the e-mail message to: [listserv@lists.dot.il.gov](mailto:listserv@lists.dot.il.gov)
2. Type the letters 'sub', a space and then the subscription listname in the body of the message.

**Please Note: There are no spaces in the listname.**

Example: **sub IDOTHighwayStandards**

**(Do Not Include Any Other Text)**

3. Send the message.
4. A confirmation e-mail will be sent to you.
5. Click on the reply button and type OK in the body of the message and send the message back to IDOT.
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